

Charges & Remissions Policy for



All Hallows Catholic School

Document Control

Date	Version	Changes	Senior Leadership Team Approval	Governing Body Approval
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Review Schedule:

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Our School Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the School with integrity and moral purpose. We want a whole School experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

1. Aims

All Hallows Catholic School aims to:

- Have robust, clear processes in place for charging and remissions;
- Clearly set out the types of activity that can be charged for and when charges will be made.

2. Legislation & Guidance

This Policy is based on advice from the Department for Education (DfE) on [charging for School activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for School activities in England.

3. Definitions

- **Charge:** a fee payable for specifically defined activities;
- **Remission:** the cancellation of a charge which would normally be payable.

4. Roles & Responsibilities

The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions Policy, but can delegate this to a committee, an individual Governor or the Headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this Policy.

Responsibility for approving the Charging & Remissions Policy has been delegated to the **Finance, Infrastructure & Personnel Committee**.

Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions Policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions Policy consistently;
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the Policy applies.

The School will provide staff with appropriate training in relation to this Policy and its implementation.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging & Remissions Policy.

5. Where Charges Cannot be Made

Below we set out what we **cannot** charge for:

Education

- Admission applications for KS3 and KS4 places
- Entry for a prescribed public examination if the pupil has been prepared for it at the School, except for resit exams expressly requested by the parent or carer (see section 6).

Transport

- Transporting registered pupils to or from the School premises, where the local authority has a statutory obligation to provide transport.



6. Where Charges Can be Made

Below we set out what we can charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them;
- Optional extras;
- Music and vocal tuition, in limited circumstances;
- Examination re-sit(s).

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, Schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of School time that is not part of the national curriculum;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School;
- Transport (other than transport that is required to take the pupil to School or to other premises where the local authority or Governing Body has arranged for the pupil to be provided with education);
- Transport, board and lodging for a pupil on a residential visit.

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- The cost of transport and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra);
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

In cases where a small proportion of the activity takes place during School hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this Policy, the School is able to ask for voluntary contributions from parents to fund activities during School hours which would not otherwise be possible.

There is no obligation for parents to make any contribution and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the School is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Remissions

In some circumstances, the School may not charge for items or activities set out in sections 6 and 8 of this Policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

9. Breakages & Damages

In the case of willful or malicious damage to equipment or breakages, or loss of school books on loan to students, the Headteacher (in consultation with the Chair of the Governing Body) may decide to make a charge to cover repairs or replacement of items.



Each incident will be dealt with on its own merit and at the discretion of the Headteacher/Chair of the Governing Body. The Headteacher may request the charge be paid in full or part, if it feels it is reasonable in the circumstances. If a charge is to be levied, the school may be unable to accept payments for other items such as trips/prom, until the debt is cleared.

10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this Policy. This Policy will be reviewed by the Governing Body annually. At every review, the Policy will be approved by the School Business Manager and the Finance, Infrastructure & Personnel Committee.

